

MINUTES
Workforce Connection
of Central New Mexico
Full Board Meeting
Monday, June 16, 2014
Mid-Region Council of Governments
809 Copper NW, Albuquerque, NM 87102
1:30 pm

Call to Order: 1:36 pm – Stephanie Hanosh, Chair

Roll Call - Determination of Quorum - by Jerilynn Sans

Present

- Steve Anaya
- Odes Armijo-Caster
- Paul Baca
- Diane Burke
- Doug Calderwood
- Reyes Gonzales
- Marni Goodrich
- Stephanie Hanosh
- Victoria Hernandez
- Michelle Jones
- Mindy Koch
- Samuel Kolapo
- Paul Kress
- Diane M. Lacen
- Patricia Lincoln
- Rita Gallegos Logan
- Antonio Medina
- Ralph L. Mims
- Debbie Ortiz
- Leslie Sanchez
- Paul Sanchez
- Mike Swisher
- Sherry TenClay
- Honorable Jack Torres
- Carolyn VanderGiesen
- Barbara Wallace
- Isaac J. Zamora

Absent

- Celina Bussey
- Virginia Murphy
- Norman Ration
- Alex O. Romero
- Randy Sanchez
- Bob Walton

Quorum Established

Approval of Monday, June 16, 2014 Agenda

Motion: Steve Anaya

Second: Paul Kress

No Discussion

Action: Passed unanimously by voice vote

Tab 1: Approval of Minutes, Full Board: February 24, 2014

Motion: Mike Swisher

Second: Michelle Jones

No Discussion

Action: Passed unanimously by voice vote

FINAL ACTION ITEMS

Tab 2 Approval of WFCP-01-14 - PY14 Proposed Budget

by Jesse Turley, WIA Accounting Manager

- Mr. Turley outlined and discussed the PY14 proposed budget.
- The budget is based on allocation received from the New Mexico Department of Workforce Solutions and projected carry-in amounts.
- He stated that the allocations are as follows, Adult (\$1,396,119), Dislocated Worker (\$1,685,217), State set aside Dislocated Worker Supplement (\$179,519), Youth (\$1,655,051), and Admin (\$546,212) for a total PY14 allocation of \$5,462,118.
- The proposed budget also includes a carry-in from PY13 of \$902,000 which includes PY13 formula.
- With the PY14 allocation and carry-in amounts, the total PY14 budget is \$6,364,118.
- Mr. Turley explained that the proposed budget has an initial \$350,000 suggested allowable transfer from the Dislocated funding stream to the Adult funding stream.
- He also noted how the monies will be spent and costs associated with the budget.

Questions & Comments Followed

Motion: Mike Swisher

Second: Paul Kress

No Discussion

Action: Passed unanimously by voice vote

Tab 3 Approval to extend the Mid-Region Council of Governments contract as the Administrative Entity/Fiscal Agent/Program Operator for PY14

Ms. Hanosh, Thanked Maria Rinaldi, Reyes Gonzales, Doug Calderwood and Sherry TenClay for participating on the Ad-Hoc Committee.

by Sherry TenClay, WCCNM Training & Service Provider Chair

- Ms. TenClay stated that the Ad Hoc Committee met in mid-May.
- The Committee decided in order to provide a framework to assess each of the contracts, they made a list of overall impression and performance, specific strengths, acknowledgment of

- the challenges, suggestions or recommendations and the participation of each contract.
- She stated that committee agreed that the Mid-Region Council of Governments is professional and proactive, they work with the Central Workforce Board in a positive and collaborative manner and they provide information and documentation that helps the board in decision making. The committee and the board deeply appreciate the work of the MRCOG.
- The Ad-Hoc Committee recommends to renew the Mid-Region Council of Governments Contract with WCCNM for two years with the understanding that performance and budget will get reviewed annually. The contract will begin July 1, 2014 and ending June 30, 2016.

Questions & Comments Followed

Motion: Mayor Jack Torres

Second: Mindy Koch

Questions & Comments followed

Action: Passed unanimously by voice vote

Tab 4 Approval to extend the Youth Development Inc. (YDI) Youth Service Provider Contract for PY14

by Rosa Auletta, WCCNM Youth Council Chair

- Ms. Auletta stated that the Ad-Hoc Committee met on May 13, 2014 and the Youth Council Committee met on May 21, 2014.
- It was recommended to extend the Youth Service Provider Contract with Youth Development Inc. (YDI) for an additional two years.
- The contract will begin July 1, 2014 and end June 30, 2016, with the understanding that performance and the budget will be reviewed annually.

Questions & Comments Followed

Motion: Mike Swisher

Second: Rita Logan

No Discussion

Action: Passed unanimously by voice vote

Tab 5 Approval to extend the SER Jobs for Progress Inc., Adult/Dislocated Worker Service Provider Contract for PY14

by Sherry TenClay, WCCNM Training & Service Provider Chair

- Ms. TenClay stated that the same process was followed for the decision making of the contract for SER Jobs for Progress.
- The committee reviewed all documentation provided and discussed how SER demonstrates a thoughtful attitude towards what job seekers need for employment, while balancing the services between businesses and job seekers. Their reports at board meetings are comprehensive and clear.
- The Ad-Hoc Committee recommended renewal of the Adult Service Provider Contract with SER Jobs for Progress Inc., for two years with the understanding that performance and budget will be reviewed annually. The contract will begin July 1, 2014 and end June 30, 2016.

Motion: Steve Anaya

Second: Paul Kress

No Discussion

Action: Passed unanimously by voice vote

Tab 6 Approval to extend Sanchez, Mower & Desiderio, P.C., Contract for an Additional Year

by Jerilynn Sans, Workforce Administrator

- Ms. Sans presented the contract for WCCNM Legal Counsel: Sanchez, Mower & Desiderio, P.C.
- This contract is pursuant to the professional services agreement, which allows for a one year contract extension, dependent on funding availability and contract negotiations. The term of the contract would be for one year beginning July 1, 2014 and end June 30, 2015.

Motion: Steve Anaya

Second: Paul Baca

Discussion Followed

Motion: Steve Anaya made a motion to amend the contract to allow for a two year contract extension beginning July 1, 2014 and ending July 30, 2016, with the understanding that performance and budget will be reviewed annually.

Second: Paul Baca

No Discussion

Action: Passed unanimously by voice vote

Tab 7 Approval of WFCP-02-14, WCCNM Meeting Dates

by Jerilynn Sans, Workforce Administrator

- Ms. Sans presented the PY14 WCCNM Meeting Dates for July 2014 through June 2015.
- Full Board meetings will be scheduled on the third Monday of every other month and Youth Council meetings are scheduled to meet the second Tuesday of every other month. As needed, the Executive Committee will meet the 1st Thursday of the month.
- The meeting schedule attached to Tab 7 follows the established schedule.

Motion: Rita Logan

Second: Mindy Koch

No Discussion

Action: Passed unanimously by voice vote

Tab 8 Approval of R-01-14, Open Meetings Act Resolution

by Jerilynn Sans, Workforce Administrator

- Ms. Sans stated that the Open Meetings Act Resolution must be approved every program year to remain in compliance with statutory regulations.
- Any policy-making body of any state agency or any agency formulating public policy is required to follow the Open Meetings Act.

Motion: Mike Swisher

Second: Carolynn Vandergiesen

No Discussion

Action: Passed unanimously by voice vote

Approval of WCCNM Chair and Nomination of Officers and County Representatives for PY14

- a. Chair - Odes Armijo, Chair-Elect automatically takes the responsibility of Chair**

Motion: Patricia Lincoln

Second: Sherry TenClay

No Discussion

Action: Passed unanimously by voice vote

- b. Chair-Elect – Stephanie Hanosh nominated Antonio Medina for Chair-Elect, There were no other nominations.**

Motion: Steven Anaya

Second: Paul Sanchez

No Discussion

Action: Passed unanimously by voice vote

- c. Treasurer - Stephanie Hanosh nominated Paul Sanchez for Treasurer, There were no other nominations.**

Motion: Antonio Medina

Second: Steve Anaya

No Discussion

Action: Passed unanimously by voice vote

- d. County Representatives – Stephanie Hanosh directed Board members to break out into county groups to elect county representatives to the Executive Committee.**

- Bernalillo County – Michelle Jones
- Sandoval County – Stephanie Hanosh
- Valencia County – Paul Baca
- Torrance County – Debbie Ortiz

Motion: Mindy Koch

Second: Marni Goodrich

No Discussion

Action: Passed unanimously by voice vote

Approval of WFCP-03-14 Amendment to WCCNM Procurement Policy

by Jerilynn Sans, Workforce Administrator

- Ms. Sans stated that the WCCNM Procurement Policy had not been changed since 2007.
- The Mid-Region Council of Governments Executive Board approved changes to their procurement policy in May 2014.
- In order for the WCCNM to fall in line with MRCOG, the same changes to the WCCNM Procurement Policy are proposed.
- Ms. Sans has checked with the state to make sure the procurement policy will fall in line with their policies.

Motion: Mike Swisher

Second: Paul Kress

No Discussion

Action: Passed unanimously by voice vote

Tab 11 Approval of Amendment to the WCCNM Bylaws

by Antonio Medina, WCCNM Board Member

- Mr. Medina stated an Ad-Hoc Committee meet on April 8, 2014 to discuss and review the current bylaws. The Committee consisted of Reyes Gonzales, Sherry TenClay and himself.
- The Committee reviewed and discussed changes, and made their recommendation to staff.
- The proposed changes are Article 5.02 Paragraph C, D and E as well as the language to Article 5.06 (C). The proposed amendments will allow the staff and the Board to operate at a more effective and efficient level, and will also allow the WCCNM to remain in compliance during state audits.

Questions & Comments Followed

Motion: Carolynn VanderGiesen

Second: Reyes Gonzales

No Discussion

Action: Passed unanimously by voice vote

Tab 12 Approval of Amendment to the Support Service Policy, NO. OP- 410, Change 5

by Lloyd Aragon, Workforce Manager

- Mr. Aragon explained that the Training & Service Provider Committee met in March via E-mail to discuss the Supportive Services Policy.
- Recommendations were made to change the supportive services policy to include the purchase of Rail Runner Passes for participants traveling to/from Sandoval or Valencia Counties for training and/or work experience.

Discussion Followed

Motion: Mike Swisher made a motion to accept the Amendment to the Support Service Policy with corrections outlined

Second: Barbara Wallace

No Discussion

Action: Passed unanimously by voice vote

INFORMATION & DISCUSSION ITEMS

Tab 13 WIA Monthly Expenditure Report for May 31, 2014

by Jesse Turley, WIA Accounting Manager

- Jesse Turley, WCCNM Accounting Manager, explained the WIA monthly expenditure report for May 31, 2014.
- He stated that the total budget is \$6 million. Year-to-date formula expenditures for the current period of May 31, 2014, totaled four hundred ninety-nine thousand, seven hundred and ten dollars (\$499,710), with year-to-date expenditures totaling a little over \$4.3 million.
- He advised the board that the program year is 92% complete.

Questions and Comments Followed

Tab 14 Business and Career Center Update/Dashboard

by Lloyd Aragon, Workforce Manager & Art Martinez, WIA Operations Manager

- Mr. Aragon presented the 3rd Quarter PY13 Performance, and explained that the Central Region is meeting and exceeding all measures, except for Literacy/Numeracy.
- Mr. Aragon also presented the Dashboard for May 2014.
- Mr. Martinez gave an update on the Business & Career Centers for the Month of May 2014.
- The Youth program continues to enroll participants in work experience and ITA's, providing valued services to eligible youth.
- Mr. Martinez also gave an update on the economic outlook, WIA Adult/Dislocated Worker activities and success stories.

Tab 15 WIA Status Update

by Jerilynn Sans, Workforce Administrator

- Ms. Sans gave an update on workforce activities.
- She stated that herself, Maria Rinaldi, Stephanie Hanosh, Antonio Medina, Reyes Gonzales, Jesse Turley attended the National Association of Workforce Boards Conference from March 31 to April 1, 2014 in Washington, DC.
- The Partnering for Success Job Fair held in April was a success and an industry specific Job Fair for Education will take place on June 27, 2014 at the Mountain Rd. Office.
- NMDWS indicated that the performance measures will remain the same, except with an increase to the Average Earnings for the State.
- She stated that WCCNM will be working YDI and SER to develop a quality Summer Youth Employment Program for summer 2015.
- Ms. Sans also noted that she is still working with the Lumina Unidos project to help increase GED's and post-secondary credentials for New Mexico citizens.
- Workforce Staff in all four counties have now completed ADA training.
- A slight change has been made to the PY14 Resource Sharing Agreement (RSA) and will be mailed out to the appropriate Partners this month.
- She noted that there is a handout available regarding the Workforce Innovation and Opportunity Act (WIOA).
- The Workforce videos are now up on the website and on our You Tube channel.

Questions & Comments Followed

REPORTS

▪ Committee Reports

- **Training and Service Provider Committee, Sherry TenClay**
 - Ms. TenClay stated that the Committee met virtually to discuss adding Rail Runner passes to supportive services.
 - It was the consensus of the Committee to move forward and make that change.
 - The next scheduled committee meeting is July 17, 2014 at 1:30 pm.
- **Performance and Monitoring Committee, Doug Calderwood**
 - Mr. Calderwood stated that the Committee met in March and discussed issues around performance.
- **Youth Council Committee, Rosa Auletta –**
 - Ms. Auletta, stated that the committee met on May 21, 2014, to review the YDI contract extension.
 - The Council also discussed the Summer Work Experience Program for summer 2015.
 - The next Youth Council meeting is scheduled for July 8, 2014.

PUBLIC COMMENT/ADJOURNMENT

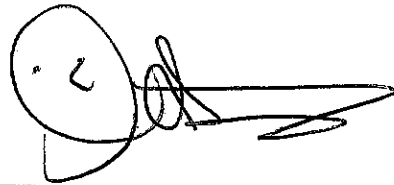
- Public Comment – None
- Adjournment – 3:43 p.m.

NOTES

Next Meeting:

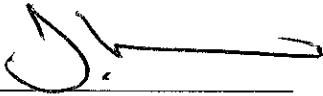
Date: Monday, August 18, 2014
Time: 1:30 p.m.
Location: Mid-Region Council of Governments – Board Room

Approved at the October 20, 2014 WCCNM Full Board Meeting:



Odes Armijo-Caster, WCCNM Chair

ATTEST:



Secretary

“Equal Opportunity Program”